



Memorandum # 38/2004

Commonwealth of Massachusetts | Public Employee Retirement Administration Commission
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MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: PERAC's Fall 2004 Classes

DATE: September 30, 2004

In November, PERAC will be making presentations in Somerville, Northampton, Plymouth and Framingham. Recent pension-related changes in the Massachusetts General Laws and federal statutes will be reviewed. Another segment will focus on common audit findings, their origins, and ways to prevent them. Proper record keeping practices will be discussed and guidance will be offered on how to prepare for a field audit.

Registration for these classes will be on a "first-come, first-served" basis. Because seating capacity is limited in each of these locations, it is important to register at your earliest opportunity.

Attached you will find a PERAC Class Registration Form. Please make copies of the blank form for each person wishing to attend one of the classes. Upon receipt of your completed registration form, PERAC will, via fax or e-mail, either confirm that a seat has been reserved for you, or advise you that seating capacity has already been reached. Unfortunately, anyone not pre-registered cannot be guaranteed a seat.

If you find that you are unable to attend a class for which you have registered, please let us know at your earliest opportunity.